



MEMORANDUM

Date: October 12, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator 

Re: **Telecommuting Update**

Previously, the County did not have an official Telecommuting Program and our current telecommuting practices originated out of a global pandemic resulting in a Federal, State, and Local Declaration of Emergency. In order to ensure accurate understanding and consistent application of the time-limited, pandemic-related telecommuting practices, please note the following updates.

Use of Telecommuting:

Telecommuting remains *temporarily* in place for the previously authorized groups:

1. Employee has a compromising medical condition as identified by the CDC;
2. Employee has a family household member who has a compromising medical condition as identified by CDC;
3. Employee has a child (under 18) affected by a school or daycare closure; or,
4. Employee is over 65 years of age.

Current Data:

It is necessary and vital as a public sector agency providing public services to the community that we perform our duties on-site and in a public-facing role, as expected by the constituents we serve. The long-term absence of roughly 600 to 700 employees has caused some challenges for our work culture and for teams to effectively work together to accomplish business objectives and goals. While the thought of returning to work may generate fear in some individuals, all safety measures will continue to be implemented to ensure our continued successful containment of the virus. To date, 572,750 temperature screenings have occurred with 145 individuals reporting above the threshold temperature, of which only six (6) were County employees. Additionally, we have had 129 employees test positive for COVID-19, with very minor known or suspected workplace exposure. Therefore, when looking at a full return of our pandemic-related telecommuters, it is imperative that we continue to consistently practice all safety measures to keep one another safe.

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Return to Work:

Current telecommuting employees are permitted to rescind their own telecommuting request and return to the workplace at any time and must notify their Appointing Authority of their anticipated return to work date. With the exception of item three (3) above (school closure), any telecommuting employee who self-selects to return to the worksite will perform their full work schedule in the workplace and will not be permitted to return to pandemic-related telecommuting, either intermittently or continuously. Their return from telecommuting is a full commitment from the employee to perform all work duties at their County-designated work site. For employees falling within item three (3) above (school closure), who are telecommuting due to schools which are not fully open to full-time, in-person instruction, employees are encouraged to return to the workplace when they have other suitable persons to provide care to their school-aged child, which may result in the need for intermittent telecommuting.

For all other employees who continue telecommuting during this pandemic due to one of the authorized categories, the County intends to return all employees to the workplace in the future for their full work schedule. When all employees are returned, full-time telecommuting will not be an option moving forward. The County will provide sufficient notice to Departments and employees of a mandated return to work date so that Departments and employees can make adequate preparations. The return date will be the same for all telecommuters, unless the telecommuter has already self-selected to return to the worksite.

Thank you for helping us in our goal of providing ongoing, excellent public service. We can continue to meet this goal while maintaining safe and healthy interactions and facilities for both our employees and our constituents. I appreciate your cooperation in this next step.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Cathy Bohland, Director, Human Resources